ENCOMPASS

Workshop: General Ledger

Exclusively for use by the State of Indiana
Issue Date: 01/09/2008

Start Exercise

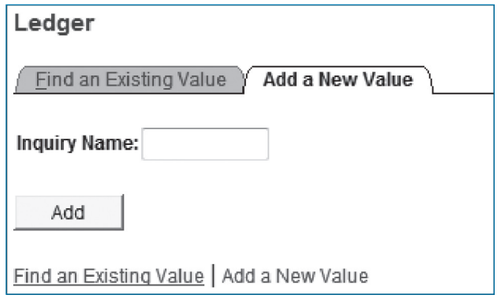
Exercise 1:
General Ledger – Ledger Inquiry

Step 1.

Navigate to the following menu path:

General Ledger >> Review Financial Information >> Ledger >>
Add a New Value

Expected Results: **Add a New Value** page displays.



GLSC01

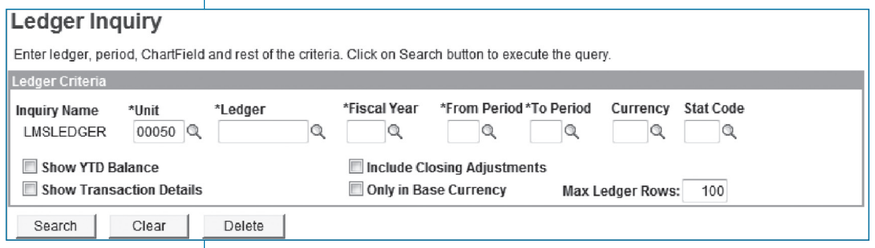
Step 2.

Enter the following information:

Inquiry Name: **"Your initials"LEDGER (e.g. LMSLEDGER)**

Click Add .

Expected Results: **Ledger Inquiry** page displays.



GLSC02

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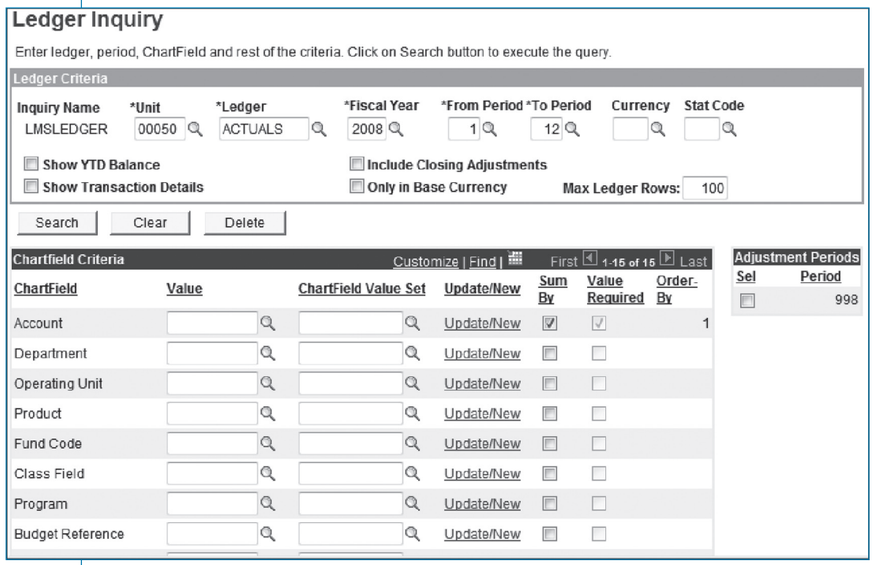
Step 3.

Enter or Select the following information:

Unit:	**00050**
Ledger:	**ACTUALS**
Fiscal Year:	**2008**
From Period:	**1**
To Period:	**12**

Expected Results: Correct data entry.



GLSC03

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Step 4.

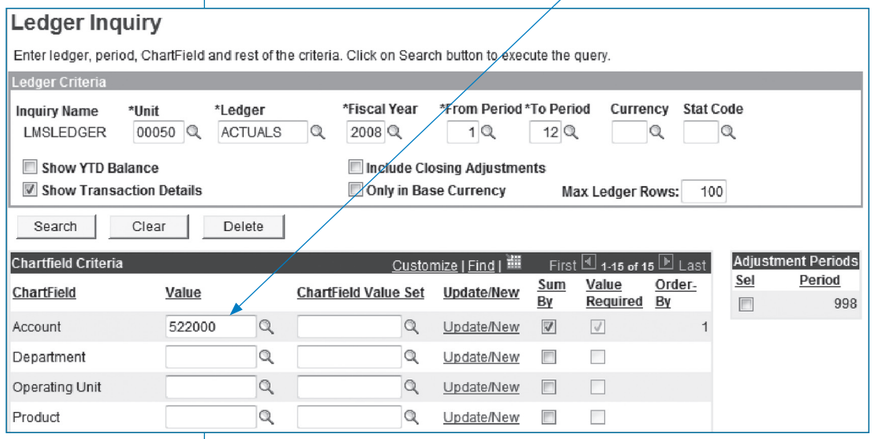
Select checkboxes for:

Show Transaction Details

Enter or Select the following information in the **Value** column:

Account: **522000**

Expected Results: Correct data entry.



GLSC04

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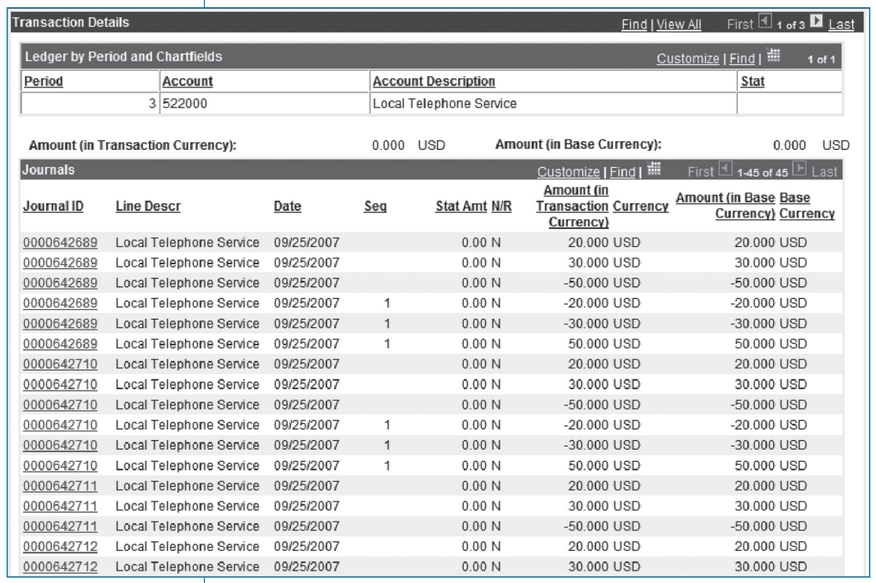
Step 5.

Click Search .

Expected Results: Correct data entry.



GLSC05

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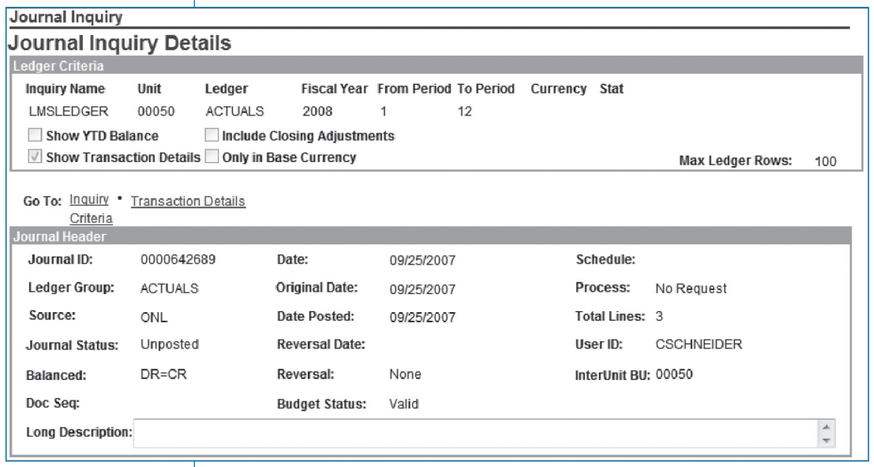
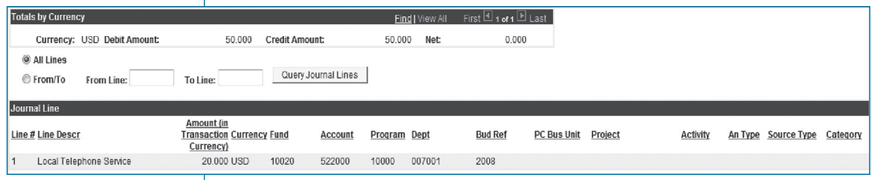
Step 6.

Pick a link to one of the journal entries to see the journal criteria.

Expected Results: **Journal Inquiry Details** page displays.



GLSC06



GLSC07

Step 7.

Click Inquiry Criteria to go back and change inquiry detail information.

Expected Results: **Ledger Inquiry** page displays.

Exercise complete.

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Exercise 2: Journal Inquiry

Navigation

General Ledger >> Review Financial Information >> Journals >> Add a New Value

Add a New Value

Inquiry Name: **"Your initials"JOURNAL**

Journal Inquiry Detailed Information

Unit: **00050**
Ledger: **LEDGER**
Fiscal Year: **2008**
From Period: **1**
To Period: **12**
User: **GLUSER3**

Additional Instructions:

Click Search to find results.

Click on Journal ID link to see journal entry.

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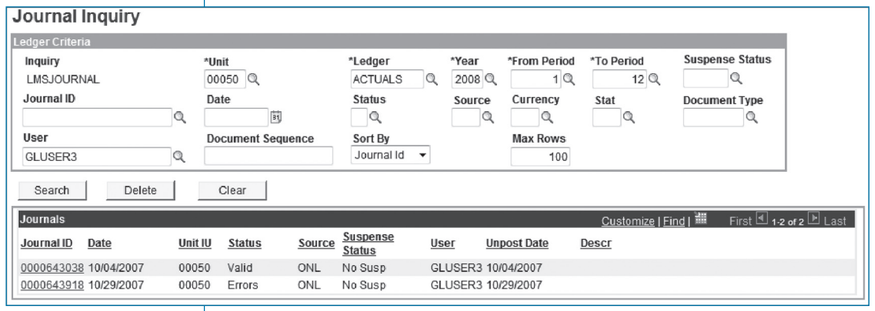
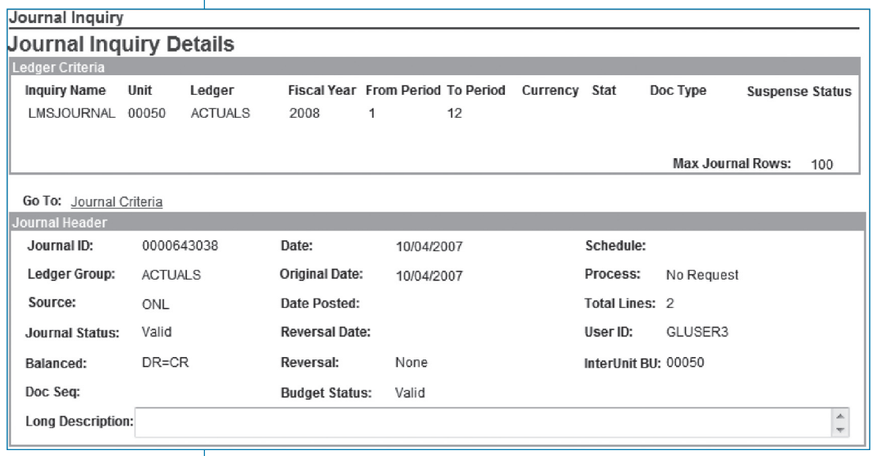
Issue Date: 01/09/2008

Results

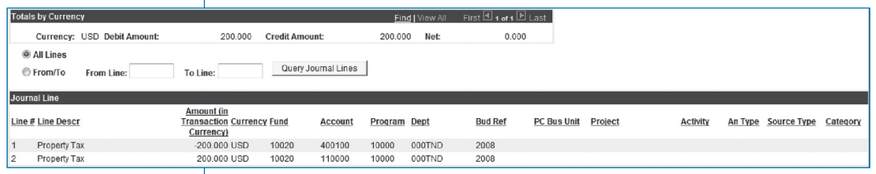
If your screens don't reflect the ones below, please notify the instructor.



GLSC08



GLSC09



GLSC10

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Exercise 3: Budget Overview

Navigation

Commitment Control >> Review Budget Activities >> Budgets Overview

Add a New Value

Inquiry Name: **"Your initials"BUDOVER**

Budgets Overview Detailed Information

Description:	**Budgets Overview**
Business Unit:	**00050**
Ledger Group:	**ALLOT**
From Budget:	**2008Q2**
To Budget Period:	**2008Q2**
Fund From and To:	**10020**

Additional Instructions:

Click Search to find results.

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Results

If your screen doesn't reflect the one below, please notify the

Inquiry Results

Budget Overview

Business Unit:	00050	
Ledger Group:	ALLOT	Allotment
Type of Calendar:	Detail Budget Period	
Amounts in Base Currency:	USD	
Revenue Associated	☐	

Return to Criteria **Max Rows:** 100 Display Options Search

Ledger Totals (8 Rows)

		Net Transfers:	27,095.110
Budget:	1,565,744.890		
Expense:	3,898,425.090		
Encumbrance:	87,287.780		
Pre-Encumbrance:	32,380.000		
Budget Balance:	-2,452,347.980		
Associate Revenue:	0.000		
Available Budget:	-2,452,347.980		

GLSC11

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Navigation

Commitment Control >> Review Budget Activities >> Budget Details

Budget Details Detailed Information

Business Unit:	**00050**
Ledger Group:	**ALLOT**
Fund:	**10020**

Search

Additional Instructions:

1. Click to find results.
2. Click link to Account E53000 for Budget Period 2008Q1.
3. Click next to Budget.
4. Click to see full results.
5. Click on 1st line to drill down.
6. Click to see full results.
7. Click Budget Lines nal detail.

Note: This action will open a new window.

8. Click Budget Errors.
9. Click .

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Results

Search Results

View All First 1-13 of 13 Last

Business Unit	Ledger Group	Account	Department	Operating Unit	Product	Fund Code	Class Field	Program	Budget Reference	Affiliate	Fund Affiliate	Incident	Locality	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
00050	ALLOT	E28999	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E51000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E52000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E52000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E52000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q3	(blank)
00050	ALLOT	E53000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E53000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E54000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E54000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E55000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q1	(blank)
00050	ALLOT	E55000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E56000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)
00050	ALLOT	E59000	(blank)	(blank)	(blank)	10020	(blank)	(blank)	2008	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2008Q2	(blank)

GLSC12

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Account	Bud Ref	Budget Period
00050	ALLOT	10020	E53000	2008	2008Q1

Display Chart

Ledger Amounts

Budget:	100,000.000 USD	Attributes
Expense:	2,991,115.000 USD	Parent / Children
Encumbrance:	0.000 USD	Associated Budgets
Pre-Encumbrance:	0.000 USD	
Associate Revenue:	0.000 USD	

Max Rows: 100

Available Budget

Without Tolerance:	-2,891,115.000 USD	Percent:	(-999.99%)
With Tolerance:	-2,891,115.000 USD	Percent:	(-999.99%)

Budget Exceptions

Exception Errors: 5 Exception Warnings: 31 Budget Exceptions

GLSC13

Ledger

Business Unit: 00050 Ledger: ALLOT_BD

Customize | Find | First 1 of 1 Last

Budget Chartfields | Amounts

Fund	Account	Bud Ref	Budget Period
10020	E53000	2008	2008Q1

GLSC14

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Ledger

Business Unit: 00050 Ledger: ALLOT_BD

Customize | Find | First 1 of 1 Last

Fund	Account	Bud Ref	Budget Period	Base Amount	Transaction Amount	Last Update DateTime	Process Instance
10020	E53000	2008	2008Q1	100000.000 USD	100000.000 USD	09/24/2007 11:33:33AM	3338906

GLSC15

Budget Journal

Business Unit: 00050 Ledger: ALLOT_BD

Customize | Find | First 1 of 1 Last

Budget Chartfields | Amounts

Journal ID	Date	Status	Year	Period	Line #	Fund	Account	Bud Ref
0000642615	09/20/2007	Posted	2008	3	1	10020	E53000	2008

GLSC16

Customize | Find | First 1 of 1 Last

Journal ID	Date	Status	Year	Period	Line #	Fund	Account	Bud Ref	Budget Period	Foreign Amount	Monetary Amount	Line Descr	Entry Type	Date Posted
0000642615	09/20/2007	Posted	2008	3	1	10020	E53000	2008	2008Q1	100,000.000 USD	100,000.000 USD	Contracted Services Roll Up	Original	09/20/2007

GLSC17

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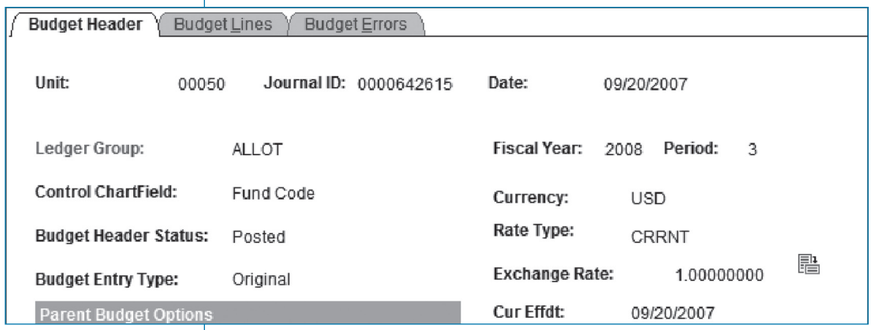
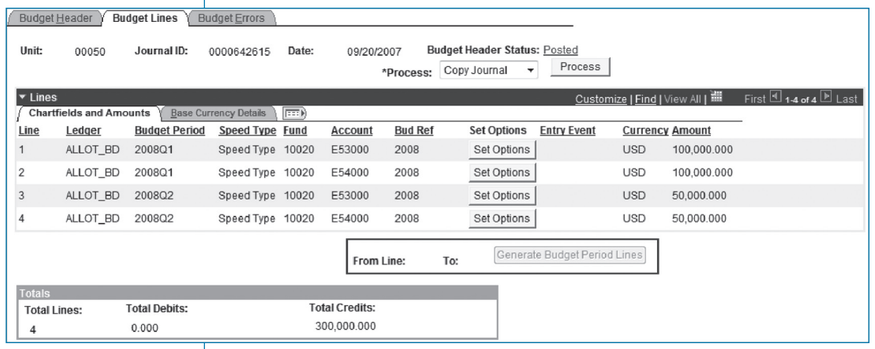
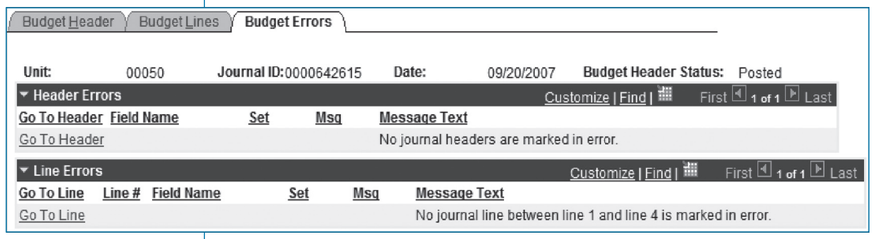


GLSC18



GLSC19



GLSC20

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Issue Date: 01/09/2008

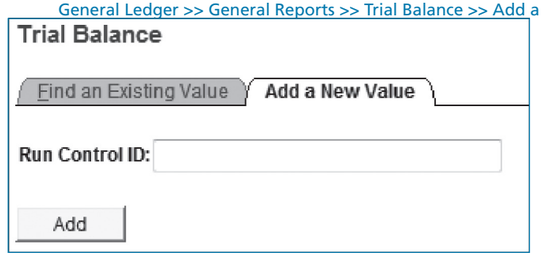
Start Exercise

Exercise 5: General Ledger – Trial Balance Report

Step 1.

Navigate to the following menu path:

General Ledger >> General Reports >> Trial Balance >> Add a New Value



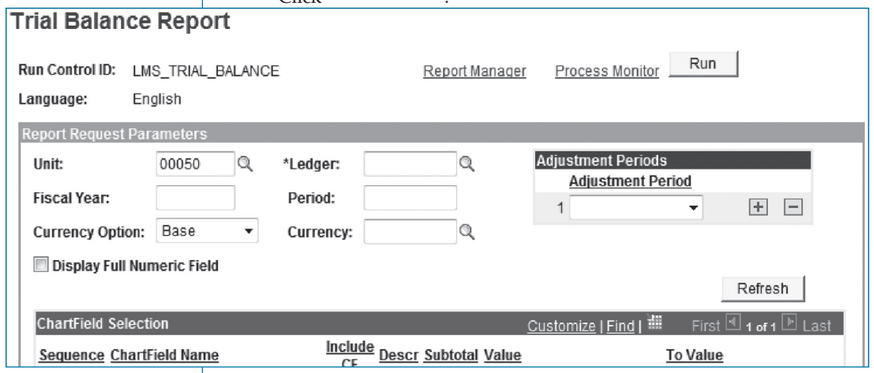
GLSC21

Step 2.

Enter the following information:

Inqui Add **"Your initials"_TRIAL_BALANCE (e.g. LMS_TRIAL_BALANCE)**

Click .



GLSC22

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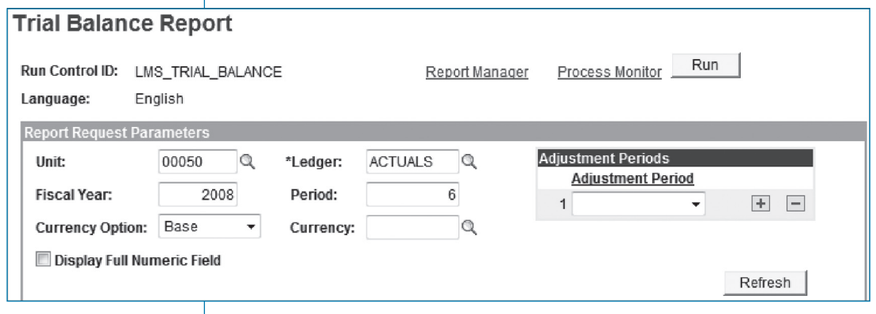
Step 3.

Enter or Select the following information:

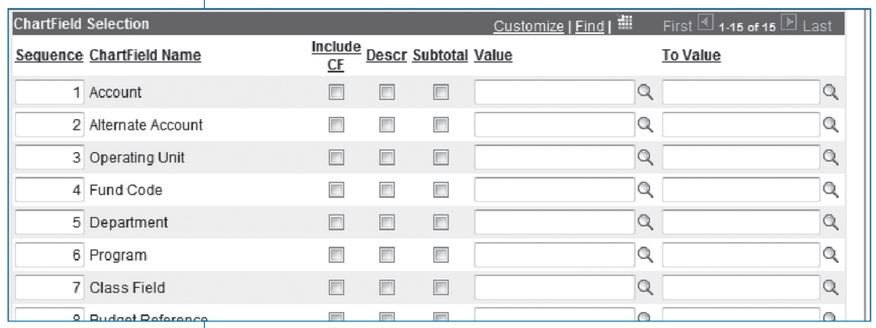
Unit: **00050**
Ledger: **ACTUALS**
Fiscal Year: **2008**
From Period: **6**



GLSC23

Step 4. Refresh

Click .



GLSC24

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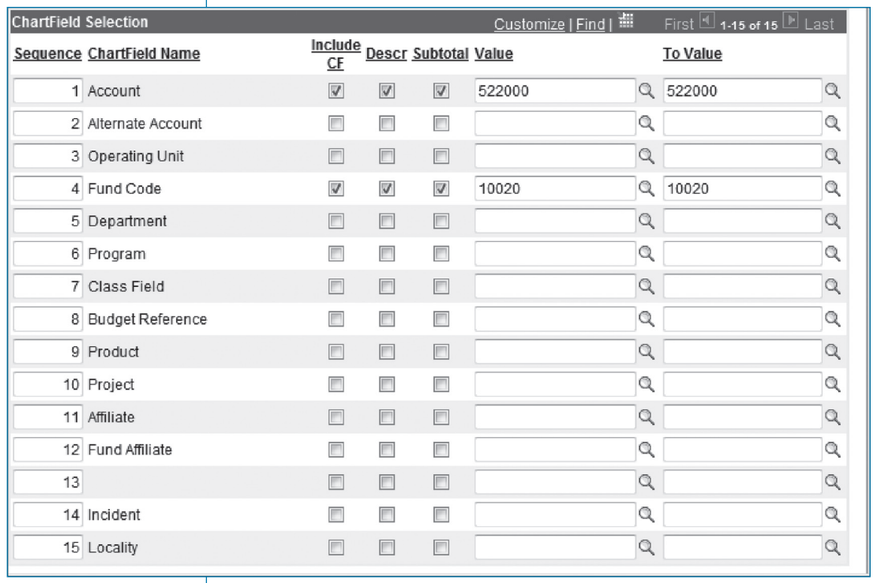
Step 5.

At the Account field and the Fund Code field, check all checkboxes.

Enter or Select the following information:

Account: **522000**
Fund Code: **10020**



GLSC25

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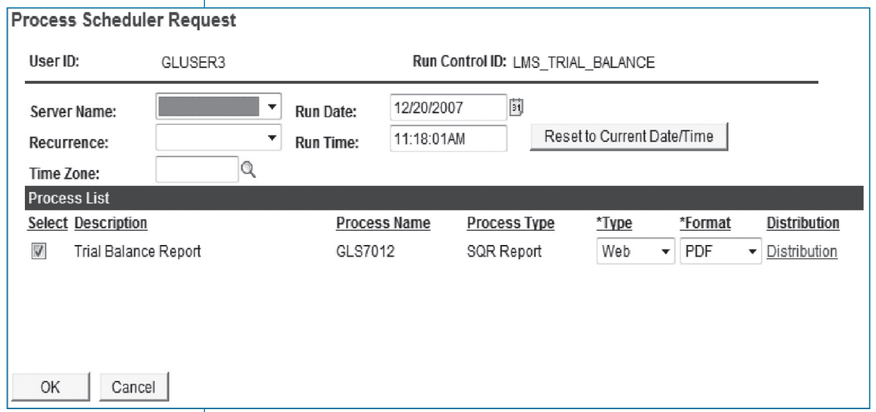
Step 6. Run

Click .



GLSC26

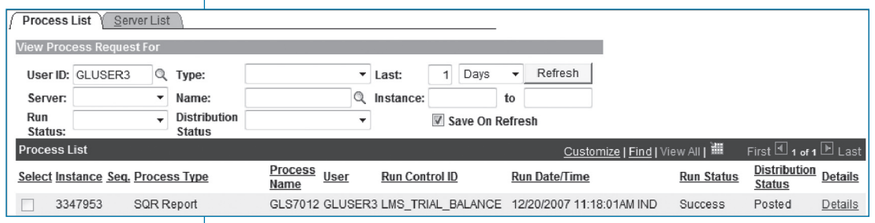
Step 7. OK

Click .

Expected Results: **Trial Balance Report** page displays.

Step 8. Process Monitor

Click to see process running.



GLSC27

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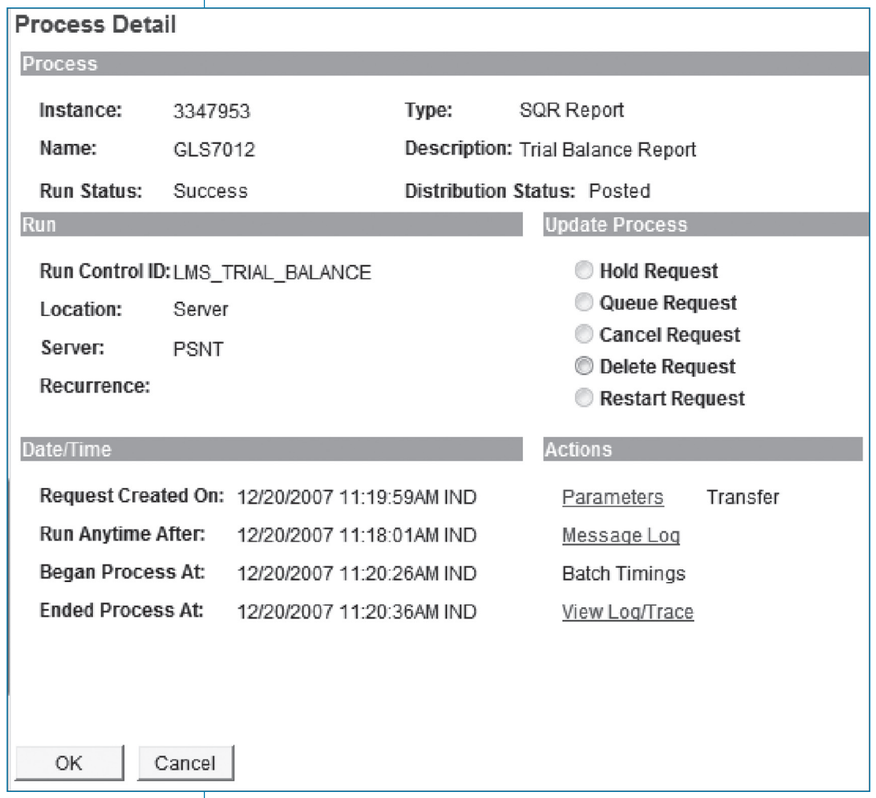
Step 9.

When **Run Status** is **Success** and **Distribution Status** is **Posted**, report can be viewed.

Click Details .

Expected Results: **Process Detail** page displays.



GLSC28

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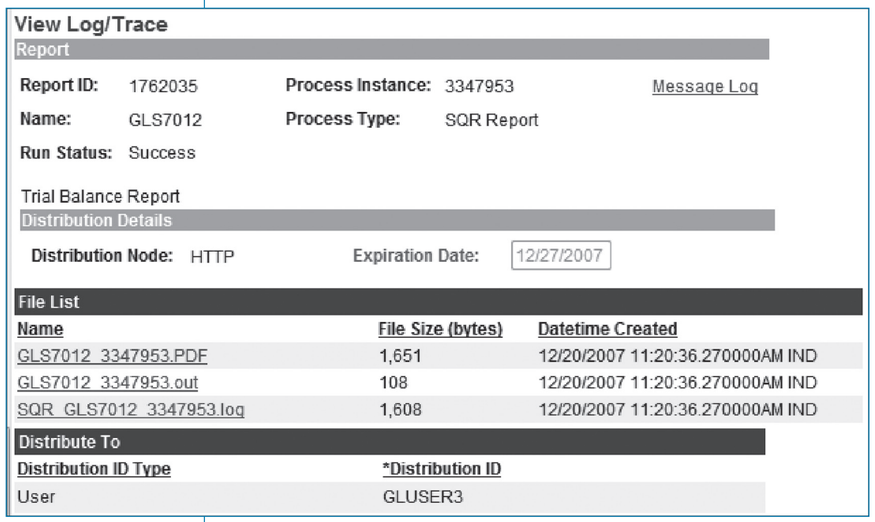
Step 10.

Click View Log/Trace .

Expected Results: **View Log/Trace** page displays.


View Log/Trace

Report

Report ID: 1762035 Process Instance: 3347953 Message Log

Name: GLS7012 Process Type: SQR Report

Run Status: Success

Trial Balance Report

Distribution Details

Distribution Node: HTTP Expiration Date: 12/27/2007

File List

Name	File Size (bytes)	Datetime Created
GLS7012_3347953.PDF	1,651	12/20/2007 11:20:36.270000AM IND
GLS7012_3347953.out	108	12/20/2007 11:20:36.270000AM IND
SQR_GLS7012_3347953.log	1,608	12/20/2007 11:20:36.270000AM IND

Distribute To

Distribution ID Type	*Distribution ID
User	GLUSER3

GLSC29

Step 11.

Find the .PDF file. (i.e GLS7012_3347953.PDF)

Click on the link and the report will open.

Expected Results: **Trial Balance Report** displays.

PeopleSoft GL
TRIAL BALANCE

Report ID: GLS7012 Page No. 1
Bus. Unit: 00050--Auditor of State Run Date 12/20/2007
Ledger: ACTUALS -- Actuals Ledger Run Time 11:20:26
As of Year 2008 and Period 6
Base Currency: USD

Account		Fund		Cur	Transaction Debit	Transaction Credit
522000	Local Telephone Service	10020	BUDGET COMMITTER	USD	2,000,002.00	0.00
Total for Ledger				USD	2,000,002.00	0.00

GLSC30

Exercise complete.

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Exercise 6: Budget Status

Navigation

Commitment Control >> Budget Reports >> Budget Status >> Add a New Value

Add a New Value

Run Control ID: "Your initials"_BUDGET_STATUS

Budget Status Detailed Information

Unit: **00050**
Ledger Group: **APPROP**
Fund Code: **10020**

Additional Instructions:

Click Refresh to view chartfields.

Click on both checkboxes next to Fund Code.

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Results

If your screen shot doesn't reflect the one below, please notify the instructor.

Report ID: GLS8020
Bus. Unit: 00050--Auditor of State
Ledger Grp: APPROP -- Appropriation Group
Currency : USD
Chartfields Criteria
Fund: 10020

BUDGET STATUS REPORT

Page No. 1
Run Date 12/20/2007
Run Time 11:35:57

Fund	Budget	Assgn Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
10020	12,350,000.00	25,705.00	3,036.00	-501.00	-9,979,407.00	22,352,577.00
Grand Total :	12,350,000.00	25,705.00	3,036.00	-501.00	-9,979,407.00	22,352,577.00

GLSC31

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Exercise 7 – Budget Transaction Detail

Navigation
Commitment Control >> Budget Reports >> Budget Transaction Detail >> Add a New Value

Add a New Value

Run Control ID: **"Your initials"BUDGET_TRANSACTION**

Budget Transaction Detailed Information

Unit:	**00050**
Ledger Group:	**APPROP**
Date From:	**07/01/07**
Date To:	**11/30/07**
Fund Code:	**10020**

Additional Instructions:

Uncheck checkbox for User Budget Overrides.

Click Refresh to view chartfields.

Click on both checkboxes next to Fund Code.

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Results

If your screen shot doesn't reflect the one below, please notify the instructor.

PeopleSoft GL
BUDGET TRANSACTION DETAIL

Report ID: GLS600S — Page No. 1
Bus. Unit: C0060--Auditor of State — Run Date 12/23/2007
Ledger Grp: APPROP -- Appropriation Group — Run Time 11:58:58
Post Date: All Dates
Tran Type: All Types

Currency Fund
USD 10020

Budget Post Date	Transaction	Document ID	Line	Reference	Total Recognized Amount	Total Collected Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount	Override TR User	Override BD User
09/20/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
09/20/2007	REQ_PREENC	0000000473	1	Test	0.00	0.00	1,500.00	0.00	0.00		
09/21/2007	REQ_PREENC	0000000477	1	Test Purchase	0.00	0.00	5.00	0.00	0.00		
09/21/2007	PO_POENC	0008500003	1	JM COMPANY/Test Purchase	0.00	0.00	0.00	5.00	0.00		
09/21/2007	PO_POENC	0008500003	1	JM COMPANY/Test Purchase	0.00	0.00	-5.00	0.00	0.00		
09/21/2007	REQ_PREENC	0000000546	1	ZHTEST8	0.00	0.00	100.00	0.00	0.00		
09/21/2007	AP_VOUCHER	00000336	1	JM COMPANY/TEST	0.00	0.00	0.00	0.00	5.00		
09/21/2007	AP_VOUCHER	00000337	1	JM COMPANY/Test Purchase	0.00	0.00	0.00	0.00	5.00		
09/21/2007	AP_VOUCHER	00000337	1	JM COMPANY/Test Purchase	0.00	0.00	0.00	-5.00	0.00		
09/21/2007	PO_POENC	0008500004	1	JM COMPANY/ZHTEST8	0.00	0.00	0.00	100.00	0.00		
09/21/2007	PO_POENC	0008500004	1	JM COMPANY/ZHTEST8	0.00	0.00	-100.00	0.00	0.00		
09/21/2007	REQ_PREENC	0000000697	1	Test	0.00	0.00	200.00	0.00	0.00		
09/21/2007	REQ_PREENC	0000000713	1	test	0.00	0.00	200.00	0.00	0.00		
09/21/2007	PO_POENC	0008500005	1	JM COMPANY/test	0.00	0.00	0.00	200.00	0.00		
09/21/2007	PO_POENC	0008500006	1	JM COMPANY/test	0.00	0.00	-200.00	0.00	0.00		
09/22/2007	AP_VOUCHER	00000338	1	JM COMPANY/ZHTEST8	0.00	0.00	0.00	0.00	100.00		
09/22/2007	AP_VOUCHER	00000338	1	JM COMPANY/ZHTEST8	0.00	0.00	0.00	-100.00	0.00		
09/23/2007	AP_VOUCHER	00000339	1	JM COMPANY/TEST	0.00	0.00	0.00	0.00	15.00		
09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
09/24/2007	REQ_PREENC	0000000719	1	Test Purchase	0.00	0.00	500.00	0.00	0.00		
09/24/2007	PO_POENC	0008500006	1	7K FARMS INC/Test Purchase	0.00	0.00	0.00	500.00	0.00		
09/24/2007	PO_POENC	0008500006	1	7K FARMS INC/Test Purchase	0.00	0.00	-500.00	0.00	0.00		
09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
09/24/2007	GL_BD_JRNL				0.00	0.00	0.00	0.00	0.00		
09/24/2007	REQ_PREENC	0000000720	1	Test Purchase	0.00	0.00	400.00	0.00	0.00		
09/24/2007	REQ_PREENC	0000000722	1	Test Purchase	0.00	0.00	5.00	0.00	0.00		
09/24/2007	REQ_PREENC	0000000722	1	Test Purchase	0.00	0.00	5.00	0.00	0.00		
09/24/2007	REQ_PREENC	0000000721	1	Test Item	0.00	0.00	15.00	0.00	0.00		
09/24/2007	PO_POENC	0008500007	1	JM COMPANY/Test Purchase	0.00	0.00	0.00	400.00	0.00		
09/24/2007	PO_POENC	0008500007	1	JM COMPANY/Test Purchase	0.00	0.00	-400.00	0.00	0.00		
09/24/2007	PO_POENC	0008500009	1	JM COMPANY/Test Purchase	0.00	0.00	0.00	5.00	0.00		
09/24/2007	PO_POENC	0008500009	1	JM COMPANY/Test Purchase	0.00	0.00	-5.00	0.00	0.00		
09/24/2007	PO_POENC	0008500008	1	JM COMPANY/Test Item	0.00	0.00	0.00	15.00	0.00		
09/24/2007	PO_POENC	0008500008	1	JM COMPANY/Test Item	0.00	0.00	-15.00	0.00	0.00		
09/24/2007	PO_POENC	0008500010	1	JM COMPANY/Test Purchase	0.00	0.00	0.00	5.00	0.00		
09/24/2007	PO_POENC	0008500010	1	JM COMPANY/Test Purchase	0.00	0.00	-5.00	0.00	0.00		
09/24/2007	AP_VOUCHER	00000340	1	JM COMPANY/Test Item	0.00	0.00	0.00	0.00	10.00		
09/24/2007	AP_VOUCHER	00000340	1	JM COMPANY/Test Item	0.00	0.00	0.00	-10.00	0.00		
09/24/2007	AP_VOUCHER	00000341	1	JM COMPANY/Test Purchase	0.00	0.00	0.00	0.00	5.00		

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Exercise 8:
General Ledger – SOIGL011 Query

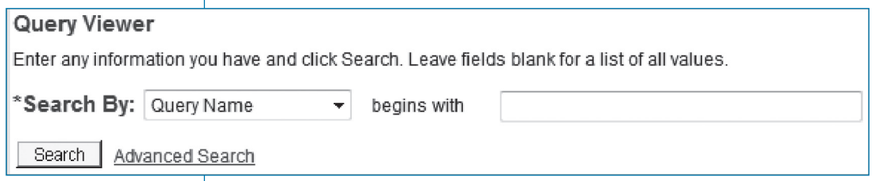
Start Exercise

Step 1.

Navigate to the following menu path:

Reporting Tools >> Query >> Query Viewer

Expected Results: **Query Viewer** page displays.



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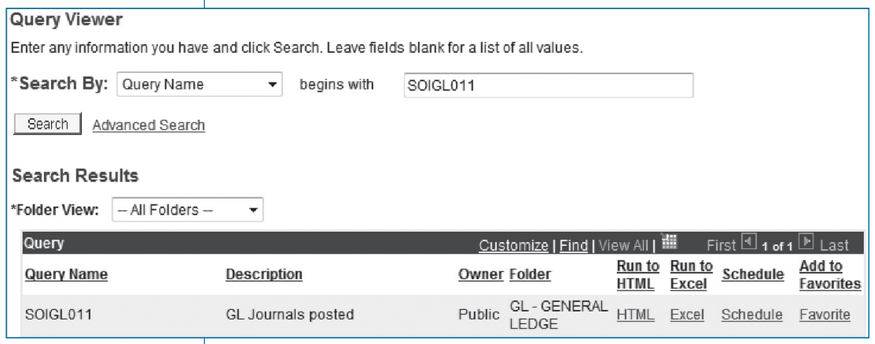
Step 2.

Enter the following information:

Query Name: **SOIGL011**

Click Add .

Expected Results: **Query** page displays.



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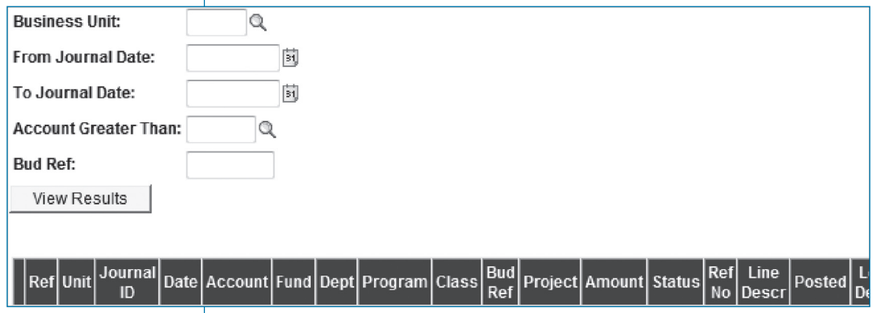
Step 3.

Click Excel to run query to **Microsoft Excel.**

Expected Results: Another window opens and the query parameters display.



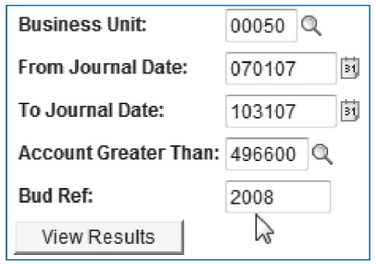
GLSC35

Step 4.

Enter or Select the following information:

Business Unit:	**00050**
From Journal Date:	**07/01/07**
To Journal Date:	**10/31/07**
Account Greater Than:	**5**
Bud Ref:	**2008**

Expected Results: Correct data entry.



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Step 5.

Click View Results .

Expected Results: **Results** display.

	A	B	C	D	E	F	G	H	I	J	
1	GL Journals p	289									
2	Ref	Unit	Journal ID	Date	Account	Fund	Dept	Program	Class	Bud Ref	Project
3	00000336	00050	AP00642644	9/20/2007	555400	10020	007001	10000		2008	
4	00000338	00050	AP00642625	9/21/2007	520600	10020	000TND	10000		2008	
5	00000337	00050	AP00642625	9/21/2007	552300	10020	007001	10000		2008	
6	1234567890	00050	MSA0642723	9/23/2007	530100	10020	007001	10000		2008	
7	1234567890	00050	MSA0642723	9/23/2007	640800	10020	007001	10000		2008	
8	00000339	00050	AP00642645	9/23/2007	530100	10020	007001	10000		2008	
9	00000340	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
10	00000341	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
11	00000342	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
12	00000343	00050	AP00642646	9/24/2007	520600	10020	007001	10000		2008	
13	00000347	00050	AP00642691	9/25/2007	562300	10020	007001	10000		2008	
14		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
15		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
16		00050	0000642689	9/25/2007	522000	10020	007003	10000		2008	
17		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
18		00050	0000642689	9/25/2007	522000	10020	007001	10000		2008	
19		00050	0000642689	9/25/2007	522000	10020	007003	10000		2008	
20		00050	0000642710	9/25/2007	522000	10020	007001	10000		2008	
21		00050	0000642710	9/25/2007	522000	10020	007002	10000		2008	
22		00050	0000642710	9/25/2007	522000	10020	007003	10000		2008	
23		00050	0000642710	9/25/2007	522000	10020	007001	10000		2008	
24		00050	0000642710	9/25/2007	522000	10020	007002	10000		2008	
25		00050	0000642710	9/25/2007	522000	10020	007003	10000		2008	
26		00050	0000642711	9/25/2007	522000	10020	007001	10000		2008	
27		00050	0000642711	9/25/2007	522000	10020	007002	10000		2008	
28		00050	0000642711	9/25/2007	522000	10020	007003	10000		2008	
29		00050	0000642712	9/25/2007	522000	10020	007001	10000		2008	
30		00050	0000642712	9/25/2007	522000	10020	007001	10000		2008	

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Exercise complete.

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